

A12F Teacher Attainment and Average Salary Instructions

GENERAL INSTRUCTIONS:

A12F information must be entered in the Education Statistics System (ESS) using the myNHDOE Single Sign-On System, certified by the superintendent, printed, signed by the superintendent, scanned, and e-mailed to i4See.help@doe.nh.gov by Monday, **October 17, 2016**.

SECTION I - HIGHEST EDUCATIONAL ATTAINMENT

In this section, include the number of kindergarten through high school classroom and special education teachers only. This is the number in full-time equivalents (FTE) reported on lines 2 through 4 of the Class and Staffing Form (A 12B). **Do not include preschool teachers, administrators or other non-teaching professionals.**

Please report the highest EARNED DEGREE. Note: The category "Degree beyond Master's" should include CAGS, but does **NOT include interim levels such as Master's + 15, Master's + 30, etc.** Do not use the teacher salary schedule data if the salary schedule includes categories that combine degrees with non-degree credits, for example "Bachelor's Plus 30/Master's."

SECTION II – SALARY

Record the average salary of all FULL-TIME classroom teachers rounded to the nearest whole dollar. Include salary longevity and other bonuses, but do not include stipends for extracurricular or non-teaching activities, or medical insurance buy backs.

Music, art, physical education, Title I, ESL and special education teachers are considered classroom teachers and **SHOULD BE INCLUDED** if they are full-time.

DO NOT INCLUDE the salaries of other professional staff such as principals, guidance counselors, librarians, school nurses, etc.